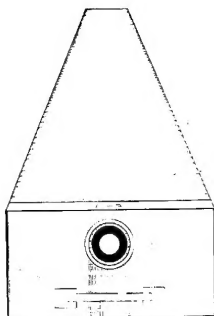


CIA Is A Records Agency

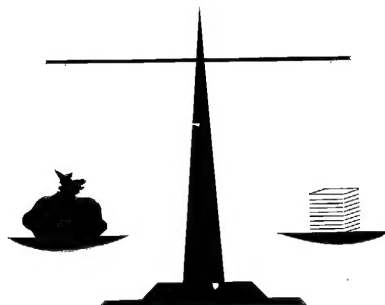
BECAUSE:

It Collects, Compiles, Publishes and Analyzes
Intelligence Information on a World-Wide scale.



BECAUSE:

It Owns 16,400 Pieces of Filing Equipment
Containing 75,000 Cubic Feet of Records
Having a Replacement Value of \$2,795,000

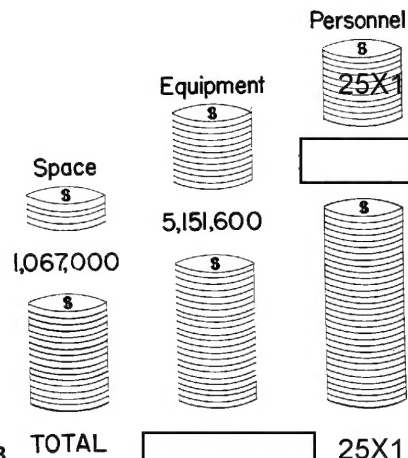


BECAUSE:

It is Accumulating Records at the rate
20,000 Cubic Feet Per Annum
Which will Cost \$590,000
To File and Protect

AND:

At the End of Ten Years
Without a Records Program
CIA will have Invested For



FIVE BASIC CONSIDERATIONS

REGARDING A CIA RECORDS CENTER

1. WHY IS IT NEEDED?

- A. REQUIRED BY LAW
- B. MANAGEMENT IMPROVEMENT
- C. ECONOMY

2. HOW LARGE SHOULD IT BE?

21,290 SQ. FT. (BASED UPON PRESENT RECORDS
HOLDINGS OF 92,000 CU. FT. AND 8,000 CU.
FT. OF RECORDS RETIRED ANNUALLY)

3. HOW MUCH WILL IT COST?

- A. \$219,000 FOR THE BUILDING
- B. \$ 38,881 FOR SHELVEING AND BOXES

4. HOW MUCH WILL IT SAVE?

\$1,088,119 WHEN FILLED FOR AN AVERAGE
OF \$217,623 ANNUALLY

5. WHERE SHOULD IT BE LOCATED?

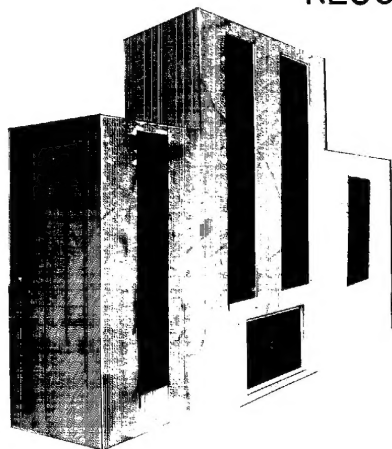
25X1

COMPARATIVE STORAGE COST OF RECORDS

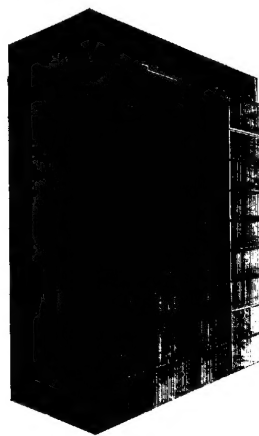
CONFIDENTIAL

RECORD CENTER

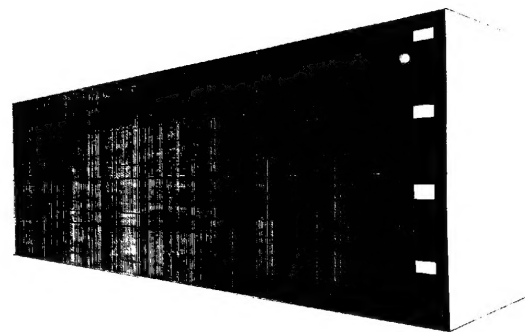
FILE CABINETS IN OFFICE SPACE



+



=



COST OF CONSTRUCTION	\$ 219,000
COST OF STORAGE EQUIPMENT	38,881
TOTAL	\$ 257,881

FILE CABINETS	\$ 1,175,000
OFFICE SPACE FOR 5 YRS. AT \$1.50 PER FT.	171,000
	\$ 1,346,000

NET SAVING \$1,088,119

CONFIDENTIAL

WHY A RECORDS CENTER CAN KEEP RECORDS CHEAPER THAN OFFICES

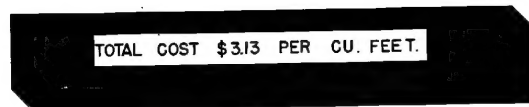
COST IN OFFICES



SPACE AND MAINTENANCE
\$2.30 PER CU. FT.



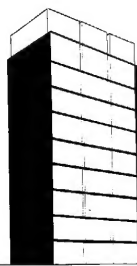
FILING EQUIPMENT
\$0.83 PER CU. FT.



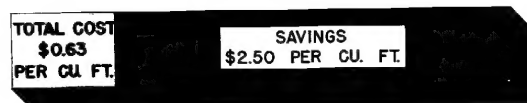
COST IN A RECORDS CENTER



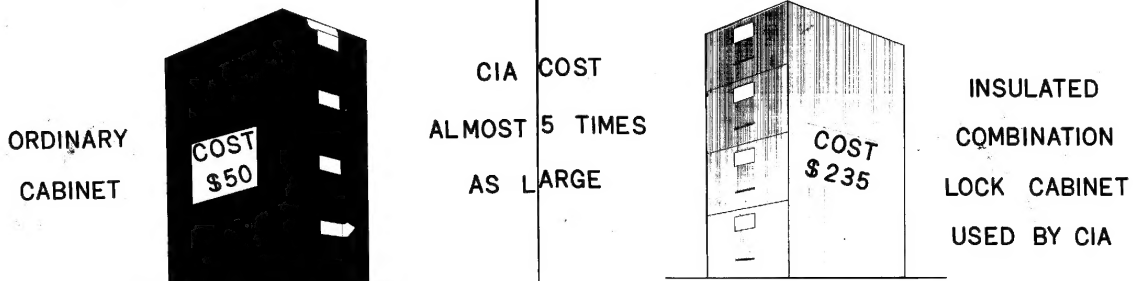
SPACE AND MAINTENANCE
\$0.55 PER CU. FT.



FILING EQUIPMENT
\$0.08 PER CU. FT.

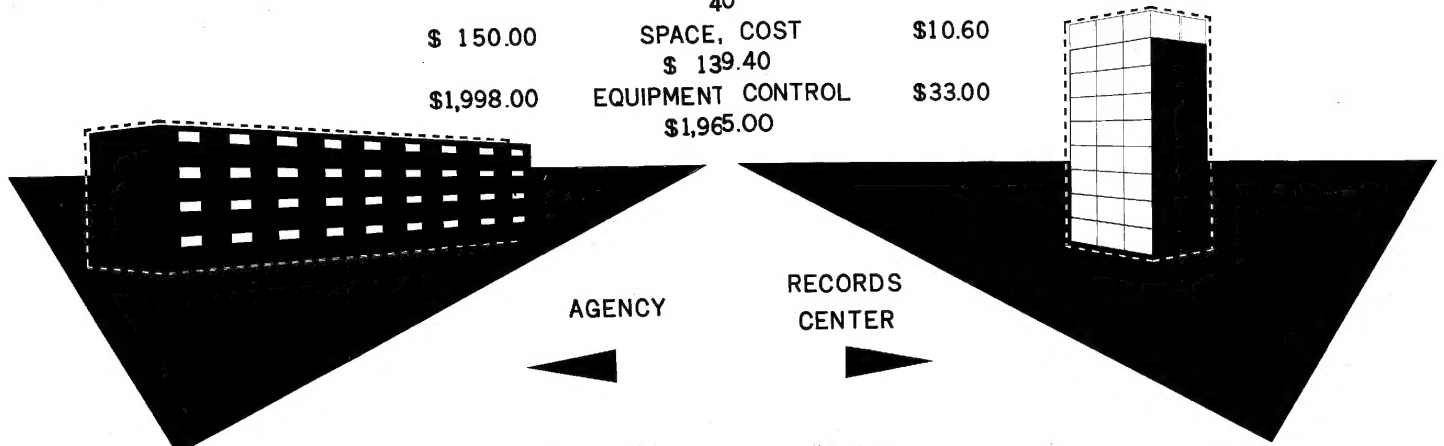


COMPARISON OF COST OF MAINTAINING RECORDS IN CIA TO AN AVERAGE GOVERNMENT AGENCY



ANNUAL SAVINGS ACCOMPLISHED BY A RECORDS CENTER FOR EACH 60 CUBIC FEET OF RECORDS

60		SAVINGS SPACE, SQ. FT.	20
		40	
\$ 150.00	SPACE, COST		\$10.60
	\$ 139.40		
\$1,998.00	EQUIPMENT CONTROL		\$33.00
	\$1,965.00		



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